

Obtaining Access to Oracle Learning Management for Non-MCG Employees

If you are a Contractor, Temporary Staff, Intern or Volunteer, you may be required to take mandatory training. In addition, some MCG Employee Training is available to our Community Partners.

However, because you are not an employee, you will need to access Oracle Learning Management (OLM) through our Extranet Portal. This takes several steps and some time, but once done, you will have the ability to use all the features of OLM anytime 24/7.

WHY ALL THESE STEPS

AccessMCG is a public portal to access many County Applications. To use one of the applications, you need to (1) set up a profile, and (2) request access to the application you need. In this case, you will want access to a County Learning Area. Once this is done can log-in and enroll in classes through Oracle Learning Management (OLM).

DETAILED INSTRUCTIONS

Instructions begin on the next page and include:

Step 1. SET-UP A PROFILE IN AccessMCG

- Once you receive an automated confirmation, wait about one hour before going to Step 2.

Step 2. REQUEST ACCESS to a Learning Area in OLM

- Your request will be sent to the Learning Administrator for approval.
- Because this is not automated, it can take up to 3 business days.
- Once you receive the approval, wait about one hour before Step 3.

Step 3. ENROLL in the class.



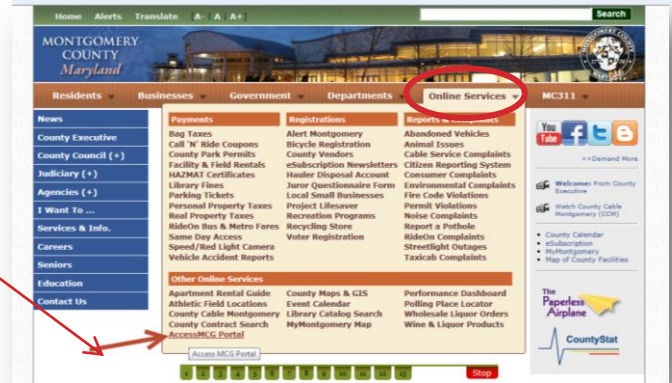
If during this process you need assistance, please feel free to call us:

- Michaela Johnson, 240-777-5063
- Natalie Hillson, 240-777-5065
- Anithia Rhodes, 240-777-5046

STEP 1: SET-UP YOUR PROFILE

➤ **GO TO:** WWW.MONTGOMERYCOUNTYMD.GOV

1. Select the drop down tab “Online Services”
2. Click “AccessMCG Portal”



➤ LOG-IN PAGE

1. Click “Register New User”



➤ FIRST SCREEN: “YOUR ROLE”

1. Select the appropriate “Role.”
2. Click “Select Individual Role” button.

| <p>Please Note: If you received a temporary username and password from the County (e-g., Ex-Employee, Supplier), please click here.</p> <p>If you are registering for personal, individual purpose and not for business purpose: Please select one of the options below that best describes your activities with the County.</p> <table border="1"><thead><tr><th colspan="2">Your Role</th></tr></thead><tbody><tr><td><input type="radio"/> Individual</td><td>Individual</td></tr><tr><td><input type="radio"/> Student</td><td>Student</td></tr><tr><td><input type="radio"/> Volunteer</td><td>Volunteer</td></tr><tr><td><input type="radio"/> Former County Employee</td><td>Former County Employee</td></tr></tbody></table> <p><input type="button" value="Select Individual Role"/></p> | Your Role | | <input type="radio"/> Individual | Individual | <input type="radio"/> Student | Student | <input type="radio"/> Volunteer | Volunteer | <input type="radio"/> Former County Employee | Former County Employee | <p>Please Note:</p> <ul style="list-style-type: none">– Select “Individual” if you are: Community Partner or Contractor– Select “Former County Employee” <u>only</u> if you are a retiree. |
|---|------------------------|--|----------------------------------|------------|-------------------------------|---------|---------------------------------|-----------|--|------------------------|--|
| Your Role | | | | | | | | | | | |
| <input type="radio"/> Individual | Individual | | | | | | | | | | |
| <input type="radio"/> Student | Student | | | | | | | | | | |
| <input type="radio"/> Volunteer | Volunteer | | | | | | | | | | |
| <input type="radio"/> Former County Employee | Former County Employee | | | | | | | | | | |

➤ SECOND SCREEN: “NEW USER INFORMATION”

1. Complete all information.
2. Click “Create”.

To register a new account, please complete the following form.

Your password must conform to specific requirements: If you must write it down, be sure to keep it in a safe place.

[Show Me Password Rules](#)

Email Address is required

If Registering with County for a Business Reason? [Please Read!](#)

| | | |
|------------------|----------------|---|
| Email Address | | * This will be your login id. |
| First name | | * |
| Last name | | * |
| Telephone Number | | * |
| Business/Company | County Student | * |
| Department | | |
| Job Title | | |
| Street Address | | * |
| City | | * |
| State | | * |
| Zip Code | | * |
| New Password | | * Please check Password Rules above to make sure your password meets the requirements |
| Confirm Password | | |

* Require your input

Email Address is required

[Create](#) [Clear](#) [Restart](#) [Cancel](#)

Please Note:

Email Address:
Do NOT use your MCG email if you have one.

Department:

- Contractors, Interns and Volunteers - HHS
- Retirees - None
- Partners - Name of your organization

Password:

- Requirements-at least 8 characters long; must include at least 1 letter, 1 number and 1 symbol.
- For additional information, click “Show me Password Rules” at the top-left of the screen.

* Require your input

Your account is ready to be created. Continue when ready.

[Create](#) [Clear](#) [Restart](#) [Cancel](#)

When you have completed the password, the following message will appear at the bottom of the page.

Click Create.

➤ “VERIFICATION WINDOW”

1. The security code has been emailed to you.
2. Copy and paste it here. →
3. Click “Enter”

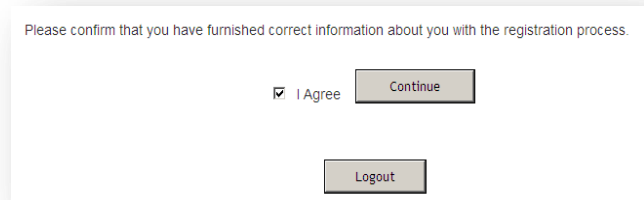
To verify your identity, a security code has been sent to your email address. Please enter the security code here.
Note: In case you cannot enter the security code right away, the email contains details to enter code at later time.

Code

[Enter](#) [Clear](#) [Cancel](#)

➤ **WARNING NOTICE WILL APPEAR**

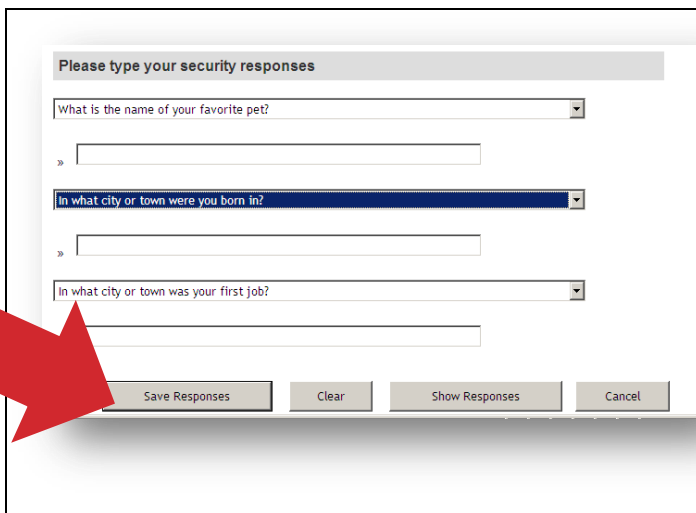
1. Select “I agree”
2. Click “Continue”
3. Your new account is being configured.
4. Click Continue.



Please confirm that you have furnished correct information about you with the registration process.

☒ I Agree

➤ **THIRD SCREEN: SECRET SECURITY QUESTIONS**



Please type your security responses

What is the name of your favorite pet?

»

In what city or town were you born in?

»

In what city or town was your first job?

Select a question from each of the 3 drop-down box

Click “Save Responses”.



Confirm Password Responses
AccessMCG Extranet Account Self Service

Be sure your answers and questions are correct.

WARNING Please make sure to remember the answers. This is **CRITICAL**.

Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below.

What street did you live on in third grade?

What city or town were you born in?

What is your youngest sibling's middle name?

The Confirmation Window will open.

Click Confirm Responses

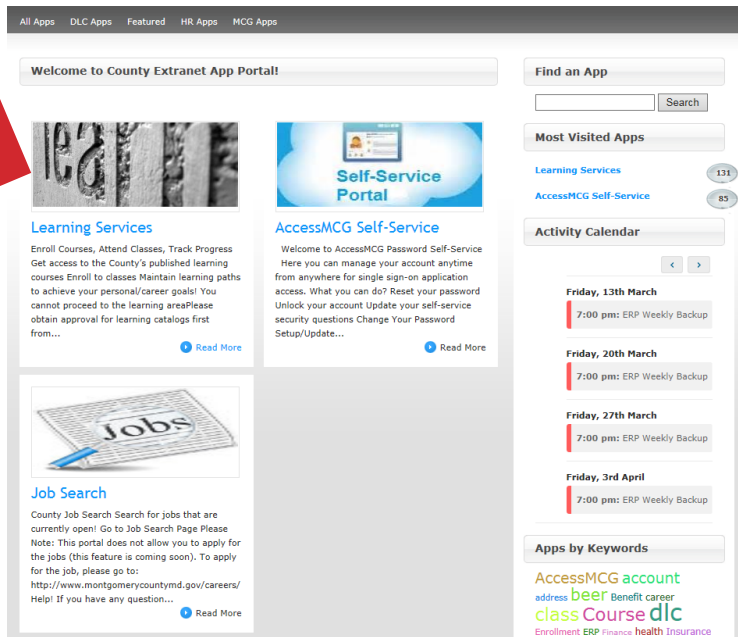


- You have completed your Profile.
- A confirmation will be emailed to you.
- This will take **about one hour**.
- Once the *confirmation is sent*, **go to Step 2**.

STEP 2: REQUEST ACCESS TO THE LEARNING AREAS

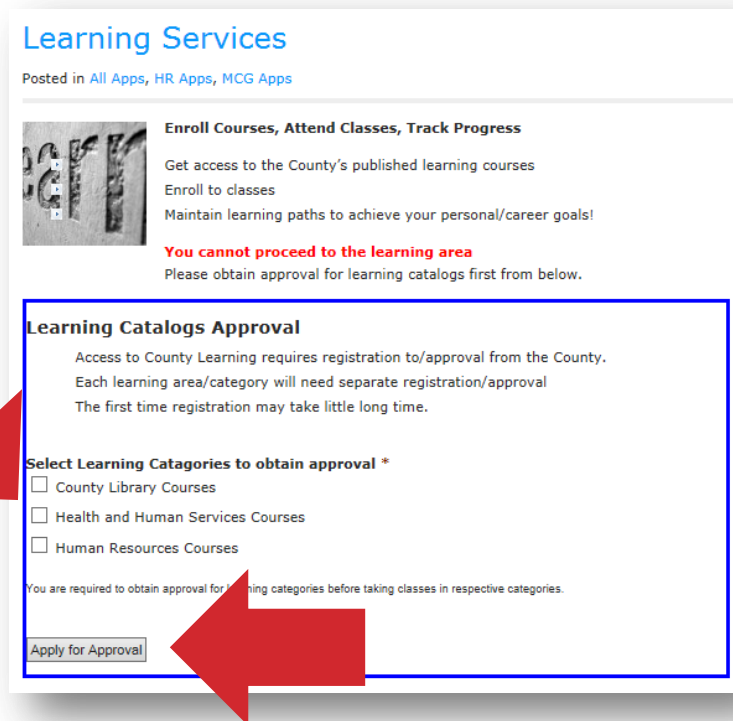
1. Log back into AccessMCG using the UserName (your email) and password you just created.

➤ ACCESSMCG EXTRANET DASHBOARD.



- The AccessMCG Extranet Portal will open.
- Click on Learning Services.

➤ COUNTY LEARNING SERVICES SCREEN.



Learning Services
Posted in [All Apps](#), [HR Apps](#), [MCG Apps](#)

Enroll Courses, Attend Classes, Track Progress
Get access to the County's published learning courses
Enroll to classes
Maintain learning paths to achieve your personal/career goals!

You cannot proceed to the learning area
Please obtain approval for learning catalogs first from below.

Learning Catalogs Approval
Access to County Learning requires registration to/approval from the County.
Each learning area/category will need separate registration/approval
The first time registration may take little long time.

Select Learning Categories to obtain approval *

- ☐ County Library Courses
- ☐ Health and Human Services Courses
- ☐ Human Resources Courses

You are required to obtain approval for learning categories before taking classes in respective categories.

- The Learning Services Window will open.
- Select the Learning Category you want access to by clicking the corresponding square.
- Click Apply for Approval.

- The following confirmation will appear at the top of the screen.

Request has been submitted. You will be receiving email notification regarding the status of approval.

- The Approval Request is sent to the Catalog Administrator.



- You will receive a response from the Administrator for each Catalog you checked.
 - This may take up to 24 hours.
 - Once you receive a confirmation back, wait **about one hour** for the entire system to be updated.
- You may now log back in and enroll in classes.

For Detailed Enrollment Instructions, go to:

<http://montgomerycountymd.gov/ohr/training/partner-enroll.html>

– Click “How to Enroll in a Class”